



BADGINGARRA RECREATION PRECINCT WORKING GROUP TERMS OF REFERENCE

These Terms of Reference set out the operating guidelines for the Badgingarra Recreation Precinct Working Group, including the purpose, structure and responsibilities of the group's members established by Council.

PURPOSE, SCOPE AND OBJECTIVES

The purpose of the Badgingarra Recreation Precinct Working Group is to provide a platform where community representatives provide advice, views and information to Council on matters relating to the development of the Badgingarra Recreation Precinct Masterplan.

The scope of the working group is to assist the Shire of Dandaragan with the preparation of a Masterplan for the Badgingarra Recreation Precinct which will guide future redevelopment activities, consider opportunities that strengthen club sustainability and identify new opportunities that address the future needs of the district.

The objectives of the working group are:

- To provide advice and recommendations to Council on the design development and implementation of the Precinct Masterplan including community, cultural, recreational and event infrastructure assets; and
- To draw on local knowledge and enhance community voice in decision-making processes and outcomes related to the development and implementation of the masterplan.

MEMBERSHIP

The working group will consist of a maximum of 11 and a minimum of 9 members all of which are appointed through an Expression of Interest (EOI) process, which will include two Shire of Dandaragan Councillors, as nominated by Council.

A Shire Councillor will perform the role of Chair for the working group and shire staff will attend meetings to support the working group and facilitate the administrative processes.

TERM

The forecast term of membership is expected to be up to one year, effective from 23 October 2025, subject to compliance with these Terms of Reference.

If the project, exceeds one year and a significant volume of work remains, another public EOI may be called for by the Shire's community development team. Members may submit another EOI at the end of their term, however priority may be afforded to new applicants in the assessment process to ensure a diversity and evolution of community participation is possible.

The working group and membership will be disbanded on completion of the project.

VACANCY

In the event of a member vacancy, a replacement shall be appointed by the Chief Executive Officer (CEO) by revisiting unsuccessful EOI applications, or by targeting individuals of a particular interest group.

TERMINATION

A member may be removed from the working group if they are absent from three consecutive meetings. Members may also be removed, by decision of the CEO, if they breach these Terms of Reference. The CEO will formally notify the member in writing if their removal is required.

Members may terminate their membership at any time. Notice of membership termination will be provided in writing to the CEO.

DECISION MAKING POWERS OF THE BADGINGARRA RECREATION PRECINCT WORKING GROUP

The working group provides information, advice, and views and, where sought, recommendations to Council. Any information, advice, views and recommendations will be recorded in the minutes. The group has opportunity to influence Council decision-making, however, does not have final decision-making authority over the precinct plan. This remains the function of Council.

ROLES AND RESPONSIBILITIES

Shire of Dandaragan Representatives

Chairperson

The Chairperson will oversee the coordination of the working group, including:

- Chairing meetings and encouraging active participation from all members;
- Participating in the group's decision making processes; and
- Ensuring that the working group's activities align to the Terms of Reference.

Councillor Representative:

- Attend and participate in meetings;
- Support and undertake the role of Chairperson if the Chairperson is absent from the meeting; and
- Adhere to the Terms of Reference.

Shire CEO:

- Provides regular updates to Council on the outcomes, views, and advice of the working group;
- Provides a relevant officer(s) in an 'advisor' role; and
- Provide access to relevant staff members for administration support such as creation of agendas, business papers and minutes.

Other Community Members:

- Represent community views and provide information and advice to the working group on items related to the Group's purpose, scope, and objectives; and
- Adhere to the Terms of Reference.

MEETINGS

FREQUENCY

The working group will hold meetings, scheduled in consultation with the Shire's architect, for approximately two hours each time. Depending on the agenda and discussion, meeting run times may be shortened or lengthened at the direction of the Chairperson.

A quorum for each meeting will be 50% + 1 of the members appointed.

AGENDAS AND MINUTES

The Shire's administration team will prepare the agenda and circulate to the group. Each agenda will incorporate a standing agenda item called 'Declaration of potential or actual conflicts of interest' and require members to declare any conflicts of interest they may have, including conflicts of interest with any particular agenda item/s or issue/s to be discussed at the meeting. Members of the working group can also request items be added to the agenda.

Members will deliberate based on the set agenda items. Shire staff will aim to circulate the agenda and any accompanying documents to members at least one week prior to the meeting. Minutes will be recorded and will be circulated to members and the CEO within two weeks of the meeting. The final minutes will be uploaded onto the Shire website.

VOTING

Each working group member shall be entitled to one vote in respect to any advice or recommendations of the group. The working group shall aim to make decisions by consensus when possible, otherwise the decision of the group shall be by the majority of votes cast in favour.

In the case where a majority vote cannot be reached, the matter will be referred to the CEO who may provide additional information for a revote to be held. If a decision is not forthcoming, the matter will be determined by Council.

INFORMATION

Members will not use any information disclosed at meetings for personal purposes or gains for either themselves or others (e.g. financial gains) and maintain confidentiality of any confidential information provided.

RECORD-KEEPING

The Shire of Dandaragan will manage record keeping of the group's activities in Shire's internal records management system, including:

- Member details – as provided on the EOI application (personal details will be managed confidentially, in accordance with Council's privacy standards);
- EOI applications and other selection process documentation;
- Register of when meetings were held;
- The Terms of Reference;
- Agendas and minutes for each meeting; and
- Any other related correspondence or information.

DISCLOSURE

The following information will be published on Shire's public website:

- Names of the members;
- The Terms of Reference; and
- Agendas and minutes of each meeting.